

**PLANS, SPECIFICATIONS AND BID DOCUMENTS
FOR
NORFOLK REGIONAL CENTER
POWER PLANT ROOF REPLACEMENT
FOR
AS / STATE BUILDING DIVISION
NORFOLK, NEBRASKA**

**PLANS, SPECIFICATIONS AND BID DOCUMENTS
FOR
NORFOLK REGIONAL CENTER
POWER PLANT ROOF REPLACEMENT
FOR
AS / STATE BUILDING DIVISION
NORFOLK, NEBRASKA**

**JEO ARCHITECTURE, INC.
11717 BURT STREET, SUITE 210
OMAHA, NEBRASKA
402.934.3680; FAX 402.934.3681**

**OFFICES IN:

NEBRASKA AND IOWA**

Project No. R160503.00

**NORFOLK REGIONAL CENTER
POWER PLANT ROOF REPLACEMENT
FOR
AS / STATE BUILDING DIVISION
NORFOLK, NEBRASKA
JEO PROJECT NO. 160503.00**



The following Specification Sections have been prepared by myself or under my direct supervision:

<u>Sections</u>	<u>Title</u>
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Division 01 – All Sections Included	General Requirements
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PROCUREMENT AND CONTRACTING REQUIREMENTS

DIVISION 00 -- PROCUREMENT AND CONTRACTING REQUIREMENTS

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SPECIFICATIONS

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GENERAL

G101 COVER SHEET, INDEX OF DRAWINGS, SYMBOLS, MATERIALS INDICATION, CONTACT INFORMATION, CODE COMMENTS AND GENERAL CONSTRUCTION NOTES

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STRUCTURAL (NOT USED)

ARCHITECTURAL

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A201 EXTERIOR ELEVATIONS

A301 DETAILS

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MECHANICAL (NOT USED)

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END OF LIST OF DRAWINGS

ADVERTISEMENT FOR BIDS

Sealed proposals for furnishing all plant, equipment, transportation, tools, materials, labor and skills necessary and incidental to perform all work described in the Proposed Contract Documents entitled: State of Nebraska

**AS / State Building Division
Norfolk Regional Center
Power Plant Roof Replacement
1700 North Victory Road
Norfolk, Nebraska 68701**

will be received at the State of Nebraska, AS/State Building Division, located at State Building Division, 1526 "K" St. Suite 200, Lincoln, Nebraska until 2:00 P.M. on August 16, 2016 and will then be publicly opened and read aloud.

A Pre-Bid Walk-Through will be held at the site on August 4, 2016 at 10:00 A.M. All individuals planning to attend the walk-through shall meet at the Power Plant.

All bids shall be made on the printed forms attached to and made a part of the Proposed Contract Documents. The said Documents have been prepared by JEO Architecture, Inc., and may be obtained at A&D Technical Supply Co., 1822 N Street, Lincoln, NE with a \$50 deposit. The documents will be available at the Builder's Bureau's in Omaha, Lincoln, Columbus and Norfolk Nebraska.

Project Contact: JEO Architecture, Inc. Phone: 402.934.3680

Bids mailed to this office shall be addressed to:

**AS/State Building Division
1526 "K" St. Suite 200
P. O. Box 98940
Lincoln, NE 68509-8940**

Bids delivered in person shall be delivered to:

**AS/State Building Division
1526 "K" St. Suite 200
P. O. Box 98940
Lincoln, NE 68509-8940**

NOTICE: Bids submitted by facsimile transmission are NOT ACCEPTABLE.

Each bidder must submit with the bid a certified or cashiers' check or bid bond in an amount equal to five percent (5%) of the bid.

The character and amount of security to be submitted by the contractor for the performance of the contract is stated in the proposed contract documents.

Bidders may not withdraw their bids for a period of at least Sixty (60) days after the scheduled closing time for the receipt of the bids.

The State of Nebraska, DAS/State Building Division reserves the right to reject any or all bids and re-advertise for Bids; and further reserves the right to waive any informality or irregularity.

DAS/State Building Division
Rod Anderson, Administrator

INSTRUCTIONS TO BIDDERS

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5. Drug Free Work Place Policy
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9. Filing of Proposals
10. Signature of Bidders
11. Withdrawal of Bids
12. Acceptance of Bids
13. Alternate Proposals
14. Basis of Award of Contracts
15. When Award Effective
16. Formal Contract and Contract Security
17. Time of Completion
18. Number of Counterparts of Contract and Bond Required
19. Non-Resident Contractors Registration
20. Fair Labor Standards
21. Exemption from Payment of Nebraska Sales/Use Tax

INSTRUCTIONS TO BIDDERS

1. BID SECURITY

Each proposal must be accompanied by a bid bond or a certified or cashiers' check in the sum of five (5%) percent of the proposal, as a guarantee of good faith, drawn on a solvent bank and made payable to the order of the DAS/State Building Division, State of Nebraska, which will be retained by and may be forfeited to the DAS/State Building Division, State of Nebraska, as liquidated damage if such proposal is accepted, the Contract awarded, and the bidder or bidders fail to enter into a contract in form prescribed, with a satisfactory surety bond, within ten (10) days after such award is made.

The bid deposit of all except the three (3) lowest bidders may be returned within three (3) days after the opening of bids. The bid deposit of the three lowest bidders may be returned within 48 hours after the executed contract and required bonds have been finally approved by the Owner.

2. PLANS AND CONTRACT DOCUMENTS

Plans and Specifications (including Instructions to Bidders, General Conditions, and Special Provisions) and the Forms of Proposal, Contract and Bond, and all made a part of this Contract, are on file in the office of the DAS/State Building Division, State of Nebraska, and may be seen there; they may also be seen at Dodge Reports in Omaha, at the Builders Exchanges in Omaha and Lincoln, and at other locations listed in the Advertisement for Bids; plans and specifications can be obtained at the office named in the Advertisement for Bids.

3. WORKING CONDITIONS

Bidders are required to inform themselves fully on the conditions relating to construction and labor under which the work shall be or is now being performed, and the Contractor must employ, so far as possible, such methods and means in the carrying out of his work as will not cause any interruption or interference with any other Contractor.

4. PRE-BID MEETING ATTENDANCE REGISTRATION

For projects that specify mandatory pre-bid meetings, bids will only be accepted from those Companies/Firms which properly register their attendance at this meeting by completing all of the required information on the Mandatory Pre-Proposal Meeting Registration Sheet (see Attachment A).

5. DRUG FREE WORK PLACE POLICY

The Contractor certifies that as a condition of the contract, neither the Contractor nor any employee of the Contractor shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered by this contract. The DAS/State Building Division reserves the right to request a copy of the Contractor's Drug Free Work Place policy. The Contractor further agrees to insert a provision similar to this statement in all subcontracts for services required under this agreement. A copy of this policy on company Letterhead shall be submitted to the Owner prior to signing

contracts.

6. OPEN COMPETITION

Whenever in these specifications a material or article is specified by using the specific description or name of a proprietary product or the name of a manufacturer or vendor, rather than by using descriptive detail of substance and function, any article which the DAS/State Building Division decides will perform the duties imposed adequately and to the same effectiveness, will be acceptable as a substitute in lieu of the material or article so specified.

7. INTERPRETATION OF CONTRACT DOCUMENTS

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the plans, specifications, or other proposed contract documents, he may submit a written request for an interpretation thereof by the consulting Architect or Engineer or the DAS/State Building Division, whichever has prepared the documents. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by Addendum duly issued and a copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. The DAS/State Building Division will not be responsible for any other explanation or interpretations of the proposed documents. No such Addendum will be issued during the five (5) days immediately preceding the bid date.

8. PROPOSAL FORM

All proposals must be submitted on forms furnished by the State Building Division, State of Nebraska, and must be legibly written in ink or by typewriter. PROPOSAL FORMS will be provided in the Project Manual for use for submittal for this project. No alteration in proposals by erasure, interlineations, or insertions will be permitted.

9. FILING OF PROPOSALS

Each proposal shall be enclosed in a sealed envelope endorsed "Proposal for (Name Project, Letting Time and Name of Bidder)" and filed with the DAS/State Building Division, State of Nebraska, located at Lincoln, Nebraska, prior to the time set for the opening of bids. No bid will be considered which has not been filed with the DAS/State Building Division before the time set in the advertisement.

No bidder may submit more than one proposal. Two proposals under different names will not be received from one firm or corporation.

Filing proposals utilizing the FAX copy system will not be acceptable.

10. SIGNATURE OF BIDDERS

Each proposal must be signed in ink with the full name of each person, firm or corporation interested in it, together with their business address or place of residence.

Bids which are signed for a partnership should be signed in the firm name by at least one of the partners or in the firm name by an attorney-in-fact. If signed by an attorney-in-fact, there

should be attached to the bid a power of attorney evidencing authority to sign the bid, executed by the partners.

Bids which are signed for a corporation should have the correct corporate name there of and the signature of the president or other authorized officer of the corporation manually written below the corporation name following the words: "By."

11. WITHDRAWAL OF BIDS

Any bidder may withdraw his bid at any time prior to the scheduled time for receipt of bids.

12. ACCEPTANCE OF BIDS

The DAS/State Building Division, State of Nebraska, reserves the right to waive any technicalities or informalities in bids and to accept or reject any or all bids when the Building Division considers it to be for the best interests of the State of Nebraska.

Where bidders attempt to condition their bids by stipulations not contained in the proposed contract documents, such bids may be disregarded as not responsive to the terms of the proposed Contract.

In submitting the proposal, the bidder agrees that the proposal may not be withdrawn during the period of sixty (60) days following the date of opening of the bids.

13. ALTERNATE PROPOSALS

All alternate proposals, when requested in the Proposal Form, shall be subject to the Owner's acceptance or rejection until 45 days after the Contractor has in writing informed the DAS/State Building Division he is withdrawing the alternate proposals.

14. BASIS OF AWARD OF CONTRACTS

The DAS/State Building Division, State of Nebraska, will not award the Contract to any bidder who does not furnish upon request satisfactory evidence that he has the necessary ability and experience in work of this character, and necessary financial resources, facilities, and plant to enable him to prosecute the same successfully and promptly and complete it within the time required in the contract.

Contract award, if made, will be to the responsible bidder submitting the lowest acceptable bid.

Upon completion of the selection of alternates, the DAS/State Building Division shall issue a letter of intent to award to the lowest acceptable bidder. The term "lowest acceptable bid" used in the above paragraph is defined as the lowest most responsible bidder offering the lowest total price for the combination of base bid and any alternate bids selected by the DAS/State Building Division. Participating bidders will have 10-days from issuance of the intent to award to file a protest/grievance.

15. WHEN AWARD EFFECTIVE

The Contract shall be deemed as having been awarded when formal written Notice of Award shall have been duly served upon the intended awardee by the DAS/State Building Division and both parties have signed the Contract.

16. FORMAL CONTRACT AND CONTRACT SECURITY

The successful bidder or bidders will be required to enter into a formal contract with the DAS/State Building Division, State of Nebraska. Form of Contract shall be same as the sample included in the Project Manual.

As required by Nebraska Revised Statute Section 52-118, the Contract must submit performance and payment (labor and materials) bonds for any contract with a total cost greater than \$15,000. Each bond shall be issued by a corporate surety in an amount not less than the contract price. The State of Nebraska must receive, approve, and secure the bonds prior to entering into the contract. Failure to provide the bonds within [10] days of the [notice of award] of the contract is grounds to withdraw the award and award the contract to another bidder.

17. TIME OF COMPLETION

The Contractor shall commence work under the Contract on the earliest possible date after signing of Contract by both parties and shall fully complete all work thereunder within the time limit designated in the specifications and to be made a part of the Contract.

18. NUMBER OF COUNTERPARTS OF CONTRACT AND BOND REQUIRED

There shall be executed one (1) copy of the Contract Performance and Payment Bond and three (3) counterparts of the Contract.

19. NON-RESIDENT CONTRACTORS--REGISTRATION

Non-resident firms shall comply with the registration requirements and payment of fees to the Tax Commissioner of the State of Nebraska as defined in Sections 77-3101 through 77-3112, Revised Reissue Statutes of Nebraska.

20. FAIR LABOR STANDARDS

The proposal and the form of Contract contain a statement that the bidder is complying with, and will continue to comply with, fair labor standards in the pursuit of his business and in the execution of the work contemplated in this proposal.

Fair labor standards shall be construed to mean such a scale of wages and conditions of employment as are paid and maintained by at least fifty percent of the contractors in the area in the same business or field of endeavor as the contractor filing this proposal.

21. EXEMPTION FROM PAYMENT OF NEBRASKA SALES/USE TAX

The Contractor is exempt from payment of the Nebraska Sales/Use Tax under the regulations of the Nebraska Department of Revenue Act of 1967. The DAS/State Building Division will issue an Appointment of Purchasing Agent form and Exemption Certificates to the Contractor to be used for this project.

Registration Advisement:
Bids will only be accepted from those Companies/Firms
which properly register their attendance at this meeting
by providing all of the required information below.

State of Nebraska
Mandatory Pre-Proposal Meeting
Registration Sheet

Registration Advisement:
Bids will only be accepted from those Companies/Firms
which properly register their attendance at this meeting
by providing all of the required information below.

Date: Date of Prebid Meeting, Time of Meeting Central Time Project: ITB/RFP Number; Project Description

Please Print Legibly

Name*	Company/Firm Representing*	Complete Address (Street, City, State, Zip) *	Phone* Fax	E-mail Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

END OF INSTRUCTIONS TO BIDDERS

SPECIAL CONDITIONS

1. The following sections of the GENERAL CONDITIONS shall be deleted in full unless otherwise noted:

(list sections to be deleted)

2. PROFESSIONAL SERVICES

The professional Engineer Services for this project are furnished by *JEO Architecture, Inc.*

3. SANITARY FACILITIES:

Arrangements shall be made by the Contractor for provision of a sanitary facility for use by the workmen. Approval by Owner of arrangements shall be required

4. UTILITIES:

Water and electrical service is available for the Contractor's use at no extra cost the Contractor. The Contractor shall furnish his own connecting lines, pipes, hoses, etc., from the source made available by the Owner.

5. SPECIAL REQUIREMENTS FOR STATE BUILDING DIVISION CONSTRUCTION CONTRACTS

The Contractor, upon signing the Contract, agrees to comply with the following Special Requirements:

FAIR LABOR STANDARDS

The undersigned states that he is complying with, and will continue to comply with, fair labor standards in pursuit of his business and in the execution of this Agreement.

NON-DISCRIMINATION IN EMPLOYMENT

The undersigned agrees that in performance of this Agreement neither he nor his subcontractors will discriminate against any of their employees or applicants for employment concerning the employees' or applicants' hire, tenure, terms, conditions, or privileges of employment based on the employees' or applicants' race, color, religion, sex, marital status, age, disability, or national origin.

DRUG FREE WORK PLACE POLICY

The Contractor certifies that as a condition of the Agreement neither the Contractor nor any employee of the Contractor shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered by this Agreement. The Department of Administrative Services reserves the right to request a copy

of the Contractor's Drug Free Workplace policy. The Contractor further agrees to insert a provision similar to this statement in all subcontracts for services required under this Agreement.

AMERICANS WITH DISABILITIES ACT

All provisions of this Agreement are subject to the Americans With Disabilities Act (29 C.F.R. 1601,28 C.F.R. 35)

CONTRACT AGREEMENT SOLICITATION STATEMENT

As per requirements of Sections 81-1716 through 81-1719, Revised Statutes of Nebraska, 1943, the Contractor warrants that he has not employed or retained any company or person, other than bonafide employees working for him, to solicit or secure this agreement and that he has not paid, or agreed to pay, any person, company, corporation, individual, or firm, other than a bonafide employee working solely for him, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award for the making of this agreement.

6. PRE-CONSTRUCTION CONFERENCE:

Prior to commencement of on-site work, the Contractor and any Subcontractors shall meet at the project site with the Consultant, SBD Project Manager, and representatives of the Facility for the purpose of reviewing the materials , methods, and procedures to be followed in performing the work in compliance with the Contract documents.

NOTICE: All listed materials approval submittals shall be approved by the Engineer before the Pre-Construction Conference is scheduled.

7. SUBSTITUTE MATERIAL SPECIFICATIONS

If the Contractor desires to substitute any material for that specified in these project documents, the Contractor shall submit specifications for such substitute material to *JEO Architecture, Inc.* for approval before bid opening. Such submittals shall be made in time to be received by *JEO Architecture, Inc.* a minimum of seven (7) working days before the bids due date to allow for examination and notification of action to prospective bidders.

8. AIA DOCUMENTS

American Institute of Architects (A.I.A.) Documents referred to in the project documents are available at: A.I.A. Nebraska, 102 Architecture Hall, University of Nebraska, P. O. Box 8045, Lincoln, NE 68501-0045; Telephone Number (402) 472-1456.

9. CONSTRUCTION SCHEDULE

The Contractor shall submit a detailed complete construction project schedule to the Consultant for review and approval within (4) weeks of receipt of the signed Contract. The

schedule shall include proposed construction start and completion dates, as well as all major construction project milestones. Schedule shall include all project work including Subcontractor work.

10. PERMITS, INSPECTIONS, AND FEES

The Contractor shall be responsible for acquisition of and payment for all permits required by Authorities having jurisdiction over this project site. The Contractor shall also be responsible for scheduling and attendance of all Inspections required upon completion of the work and shall pay all fees associated with such inspections

11. PROGRESS MEETINGS

After start of on-site construction work, progress meetings shall be scheduled at dates and times agreeable to the Contractor, Engineer, and representatives of the facility. Meetings may be held for purposes of discussion of issues including but not limited to construction progress, resolving construction problems, schedule, security, and changes.

12. BACKGROUND CHECKS

The Contractor and all sub-contractors shall conduct backgrounds checks on all workers prior to the commencement of any work on site. All background checks shall be completed through the Nebraska State Patrol and submitted to the facility for review.

All costs associated with the required background checks shall be accrued to the Contractor and sub-contractors.

END OF SPECIAL CONDITIONS

PROPOSAL

Rodney Anderson, Administrator
DAS/State Building Division
Lincoln, Nebraska, 68508-2707

The undersigned, being familiar with local conditions affecting the cost of the work, and the Proposed Contract Documents, including the Advertisement for Bids, Instructions to Bidders, Proposal Form, Contract Form, Form of Contract Performance And Payment Bond, Form of Appointment of Purchasing Agent, Form of Exempt Sales/Use Tax Certificate, General Conditions, Special Conditions, Specifications and Plans all on file in the Office of the DAS/State Building Division, Lincoln, Nebraska, hereby proposes to furnish all plant, equipment, transportation, materials, tools, labor and skills necessary and required to perform all work as described in the Proposed Contract Documents entitled: **State of Nebraska**

**AS / State Building Division
Norfolk Regional Center
Power Plant Roof Replacement
1700 North Victory Road
Norfolk, Nebraska 68701**

all in strict accordance with the Proposed Contract Documents including Addenda Numbers _____, _____, and _____, issued and attached thereto -
Bidders shall acknowledge the receipt of any and all addenda issued in the space provided above:

For the contract sum of:

Item No. 1: _____, \$ _____

This work shall include but is not limited to the following;

- Removal and replacement of the existing pre-finished roof panels.
- Removal and replacement of the existing underlayment.
- Removal and replacement of all roof edge and wall flashings associated with the existing roof panels.
- Removal and replacement of all performed pipe boot flashings.
- Removal and replacement of the existing snow guard/fence.
- Removal and replacement of gutters and downspouts as identified within the contract documents.
- Removal and re-installation of gutters and downspouts as identified within to contract documents.

The undersigned agrees to complete all work within _____ calendar days following the award of the Contract.

The undersigned states that he is complying with, and will continue to comply with, fair labor standards in the pursuit of his business and in the execution of the contract on which he is bidding.

The undersigned acknowledges having reviewed provisions outlined for exemption of payment of sales taxes to the State of Nebraska and also understands the requirements for registration of any and all nonresident contractors and subcontractors with the Nebraska Department of Revenue.

Bid security is required and accompanies this proposal, the same being subject to forfeiture in the event of default by the undersigned.

In submitting this bid, it is understood that the right is reserved by the DAS/State Building Division to reject any or all bids and to waive informalities, and it is further agreed that this bid may not be withdrawn during the period of sixty (60) days following the scheduled closing time for receipt of the bids.

Date

Firm Name

By

Address

Title

City State Zip

Firm's Federal Identification Number _____ Fax: _____

Firm's Phone Number _____ Email: _____